

KING COUNTY MODEL ENVIRONMENTAL PURCHASING POLICY

For Small Organizations and Governments

Revised: November 12, 1998

This guide is intended to serve as an aid to organizations in the development of environmental purchasing policies. Users of this model should adapt it to their own requirements.

Explanatory remarks are indented and italicized.

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I. **Purpose**

The purpose of this policy is to support the purchase of products that will minimize any negative environmental impacts of our work. (Organization) recognizes that the purchasing decisions of our employees can make a difference in favor of environmental quality. We prefer the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price.

II. **Definitions**

A. "**Environmentally Preferable Products**" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

B. "**Recycled Products**" are products manufactured with waste material that has been recovered or diverted from solid waste.

Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been wasted.

C. "**Practicable**" means sufficient in performance and available at a reasonable cost.

III. **Policies**

A. All (organization) personnel will purchase recycled and environmentally preferable products whenever practicable.

B. All imprinted letterhead paper, envelopes and business cards used by (organization) departments shall be recycled paper and shall bear an imprint identifying the paper as recycled.

C. (Organization) departments shall ensure that the title page of each report printed or copied on recycled paper bears an imprint identifying the recycled content of the paper wherever practicable.

The use of this imprint on every communication will help (organization) set an example that will promote the use of recycled products by its clients. There is also a significant community relations benefit in this.

D. Departments shall use both sides of paper sheets whenever practicable.

E. (Organization) shall promote the use of recycled and other environmentally preferable products by publicizing its procurement program.

Materials produced for advertising, conferences, trade fairs, press releases, and other communications with clients and citizens can make reference to (organization)'s commitment and leadership in the use of environmentally preferable products.

IV. **Selected Environmental Products**

Products are designated by the (lead) department (see Section V).

(Organization) departments shall evaluate the following environmentally preferable products and purchase them whenever the evaluation is favorable.

- A. Recycled paper and paper products;
- B. Remanufactured laser printer toner cartridges;
- C. Re-refined antifreeze;
- D. Re-refined lubricating and hydraulic oils;
- E. Recycled plastic Outdoor-wood substitutes;
- F. Re-crushed cement concrete aggregate and asphalt;
- G. Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash;
- H. Remanufactured tires and products made from recycled tire rubber;
- I. Compost;
- J. Re-manufactured paint;
- K. Cleaning products with lowered toxicity;
- L. Energy saving products;
- M. Waste-reduced products;
- N. Water-saving products; and
- O. Other products designated by the (lead) Department.

V. **Responsibilities of (Lead) Department**

(Organization) should assign responsibility for coordinating policy implementation to a specific department and insert its name into this model wherever (lead) department is shown. Smaller organizations may wish to assign this responsibility to an individual staff member.

The (lead) department shall be responsible for coordinating the implementation of this policy. This department shall:

- A. develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by agencies whenever possible. Initially, these shall include the products designated in section IV of this policy. The (Lead) Agency may modify this list as need;
- B. inform departments of their responsibilities under this policy, provide departments with information about recycled product and environmental procurement opportunities, develop reporting procedures with departments; and

- C. assemble an annual report on the status of implementation by each department to the Chief Executive Officer of (organization).

VI. **Responsibilities of All Departments.**

Where an individual has been assigned the (lead) responsibility, this section may be entitled "Responsibilities of All Employees."

Each (organization) department shall:

- A. Purchase recycled paper products whenever practicable;
- B. Evaluate each Designated Product to determine the extent to which it may be practicably used by the department;
- C. Meet periodically with the (lead) Department to report the progress of policy implementation, including:
 - 1. The results of product evaluations;
 - 2. The status of efforts to maximize environmental purchasing; and
 - 3. Total purchases of environmentally preferable products.
- D. Ensure that contracts issued by the department require environmental purchasing wherever practicable.

VII. **Exemption:**

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.